



GENERAL LICENSE-REGISTRATION FOR DEVICES CONTAINING RADIOACTIVE MATERIAL

North Dakota Department of Health
Radiation Control Program
SFN 58236 2/06

The Radiation Control Program requires the registration of certain generally licensed devices containing radioactive material. Using the instructions provided, please complete this form and return it along with the registration fee to the address listed on the instruction sheet.

- ☐ New Registration
☐ Address Amendment
☐ Material or Device Amendment

REGISTRATION NUMBER

To be assigned by the Department if new.

Make extra copies or use extra sheets as needed. Please print or type.

Company Name:		
Mailing Address:		Street Address:
City:	State:	Zip Code:
Responsible Individual:		Title:
Telephone Number:		Fax Number:
Location of Use or Storage: (if different than listed above)		
Comments:		

The following information must be obtained and verified by physical inventory and by a check of label information on each device:

Manufacturer/ Distributor	Type of Device	Date of Installation or Receipt	Isotope	Activity	Model Number		Serial Number		Quantity
					Device:		Device:		
					Source:		Source:		
					Device:		Device:		
					Source:		Source:		
					Device:		Device:		
					Source:		Source:		
					Device:		Device:		
					Source:		Source:		
					Device:		Device:		
					Source:		Source:		

I am aware of the requirements of the general license and I verify that the above information is accurate and complete to the best of my knowledge.

Signature

Date

FOR DEPARTMENT USE ONLY

Fee Paid ☐ Y ☐ N
Fee Exempt ☐ Y ☐ N
Certificate Issued ☐ Y ☐ N

GENERAL LICENSE - REGISTRATION FOR DEVICES CONTAINING RADIOACTIVE MATERIAL INSTRUCTIONS

The following instructions apply to the general license as stated in North Dakota Radiological Health Rules Section 33-10-03-04, Subsection 2, Subdivision b, entitled; "Certain Detecting, Measuring, Gauging or Controlling Devices and Certain Devices for Producing Light or an Ionized Atmosphere."

The recipient of any generally licensed radioactive device should complete this form each time a new device containing radioactive material is received. After completing the form, keep a copy your files and send the original to:

Radiation Control Program	Phone: 701-328-5188
North Dakota Department of Health	Fax: 701-328-5185
Air Quality Division, 2 nd Floor	
918 East Divide Ave.	
Bismarck, ND 58501-1947	

Fill out the company's name and complete address. Provide both the mailing address and street address (if different). The "responsible individual" named on the form should be the person who will be answering any questions about the generally licensed device including, but not limited to: who is using the device, how often it is leak tested, who performs annual audits and where records are maintained. If more than one person is assigned these duties, list all the individuals with their telephone numbers.

The location of the device may be different from the mailing address. For instance, a portable gauge may be used at temporary job sites throughout North Dakota and stored only at the main office. Or, a non-portable device may be installed on a particular production line away from the main office.

The manufacturer or distributor is the name of the company that made or sold the device. They are required to have a specific license to distribute the device and should provide you with their license number.

The type of device may be a static eliminator, an XRF, a non-portable gauge, a portable gauge, a gas chromatograph or other generally licensed device. Please indicate or describe the type of device being registered. Also, include the model number and serial number of the device and each sealed source within the device.

The date of installation or date of receipt is self explanatory.

The isotope is the radioactive material in the device. List the radioactive material used and its activity. For example, a small portable gauge may contain cesium-137 (**Isotope**) in the amount of 10 millicuries (**Activity**). The activity may be listed in customary units (e.g., Curie [Ci], millicuries [mCi], etc.) or in terms of the appropriate SI units (e.g., Becquerel [Bq], Terabecquerel [TBq], etc.). Please indicate the number of each device received in the **Quantity** column.

Fees for general license registration are stated in category 3.Q of Appendix A of North Dakota Radiological Health Rules Chapter 33-10-11; and are as follows:

Annual Registration Fee	\$450
Amendment	\$100
Non-Routine Inspection	\$250
Additional Fees:	

- For possession of 25 or more generally licensed devices, the annual fee is subject to an additional \$150
- Category 30 applies to late fees

Make check or money order payable to the North Dakota Department of Health.

By signing and dating the form, you are certifying that the name of the manufacturer (or distributor), model number, serial number, radioisotope, and activity of the source and device have been verified by a physical inventory and a thorough check of the information label on each device.

Lastly, by signing and dating the form, you are also certifying that you are aware of the requirements of the general license entitled; "Certain Detecting, Measuring, Gauging or Controlling Devices and Certain Devices for Producing Light or an Ionized Atmosphere" (North Dakota Radiological Health Rules Section 33-10-03-04, Subsection 2, Subdivision b) and that all the information you submitted is accurate and complete to the best of your knowledge.

If you have any questions, please contact the Radiation Control Program at 701.328.5188.